
Welcome to the IDT Fax Portal

The IDT Fax Portal combines web order and fax technologies to create a completed hardcopy order form that can be faxed at your convenience. This feature streamlines order form creation and eliminates product data entry errors. It also gives you access to IDT's other online ordering tools and QC data.

Using the Fax Portal, you can create a printable, faxable order form that includes all your current customer information, an itemized list of the products ordered, and product pricing and totals. The form doubles as an Order Confirmation that can be saved for future reference. When you're ready to place your order, you simply print the form, complete the payment information, then fax the form directly to IDT.

This Quick Start Guide provides basic information for accessing and using the IDT Fax Portal. For additional order completion assistance, please refer to the "How to Order" area on the IDT website or contact Customer Service.

Getting Started

The IDT Fax Portal is available to customers who register for the service. You must set up a new account to directly access the fax portal.

To set up a new fax portal account

- 1 In **Address** line of your web browser, type <http://www.idtdna.com/faxsignup>.
- 2 On the **IDT Fax Portal** login screen, click **Setup New Account**.
- 3 On the **Account Information** page, enter your **Login**, **Personal**, **Shipping**, and **Billing Information**, then click **Setup New Account**.

You are directed to the IDT Order Page.

To log on after sign up

- 1 Go to the **IDT website** (www.idtdna.com).
- 2 Enter your fax portal **Login ID** and **Password**, then click **GO**.

Creating Your Fax Order Form

Once at the IDT website, you can generate the fax order form using the same steps for creating a web order. To view detailed instructions for the IDT web ordering process, click the **How to Order** link at the top of the Order page.

- 1 At the top of the **IDT Home page**, click **Order**, then make your product selections from any of the categories on the Order page.
When you click the Order button, or select a group from the IDT Catalog section, you are directed to that product's unique order page.
- 2 Complete the information for your selections, then click **Add to Order**.
Your items appear in your Shopping Cart. At this point, you can continue shopping to add more items, or complete your order.
- 3 To complete your order, click **Checkout** on the left side of the screen, or click **Finish Order**.
The Confirm Shipping and Billing Information page displays the shipping and billing addresses for your account.
- 4 Confirm the information or make any necessary changes, then click **Continue**.

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- 5 On the **Finish Order** page, click **Confirm Order**.

A printable order confirmation page appears with your account information and itemized selections.

You can also return to the Order screens, the IDT Home page, or Log Out from this page.

- 6 Using your web browser, click **Print** to generate a hardcopy fax order form.

Placing Your Fax Order

When you're ready to place your IDT order, use the printed order form to provide payment method information and complete the order process.

Finish Order

1 **Coupon and Discounts**
Quote #

2 **Payment Information**

Notes

3 **Submit Order**
Clicking the Confirm Order button will generate a printable Fax order. Once the payment information is completed, please fax it back to IDT at 319-626-8444 for final processing.

CONFIRM ORDER

An Order Confirmation screen will appear when your order has been processed. This could take anywhere from a few seconds to a minute or two. Please click the Confirm Order button only once, and do not click your browser's Back button or any of the menu items on the left until the confirmation screen appears. Doing so may cause an error or a duplicate order to be placed.

- 1 On the printed fax order form, complete the **Payment Information** section.



Customer Service: 800-328-2661 or 319-626-8400
Technical Support: 800-328-2661 or 319-626-8400

Your order has been completed

Thank you for your order. Please print or save a copy for your records. If you have any questions, please contact Customer Service at: 1-800-328-2661.
Please fax this document to: 1-319-626-8444

eFax Confirmation # 1164536

Payment Information

P.O. No/Credit Card: _____
Exp Date: ___ / ___

Shipping Address	Billing Address
Mr. Fax INTEGRATED DNA TECHNOLOGIES 1710 COMMERCIAL PARK CORALVILLE, IA 52241 USA	INTEGRATED DNA TECHNOLOGIES 1710 COMMERCIAL PARK CORALVILLE, IA 52241 USA

Items on Order:

#1	ReadyMade 3' RACE PCR	\$10.00
#2	ReadyMade Bluescript KS	\$10.00

	SUBTOTAL	\$20.00 USD
	TAX	\$1.00 USD
	TOTAL	\$21.00 USD

- 2 Fax the order to IDT at the number printed on the form.
After you fax the form to IDT, your selections are automatically entered and the order is processed for completion.

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